SALES

POS LITE - ADD POINT OF SALE (POS) INVOICE

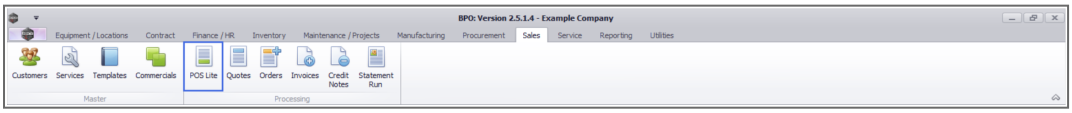
The POS (Point of Sales) Invoice screen was created as a simplified Over the Counter Invoice screen. With OTC Invoicing, stock must be manually issued after the invoice is created, but with POS Invoicing, stock is auto issued from the Auto Issue Warehouse. Only Inventory Items can be invoiced via this process.

Configuration Required:

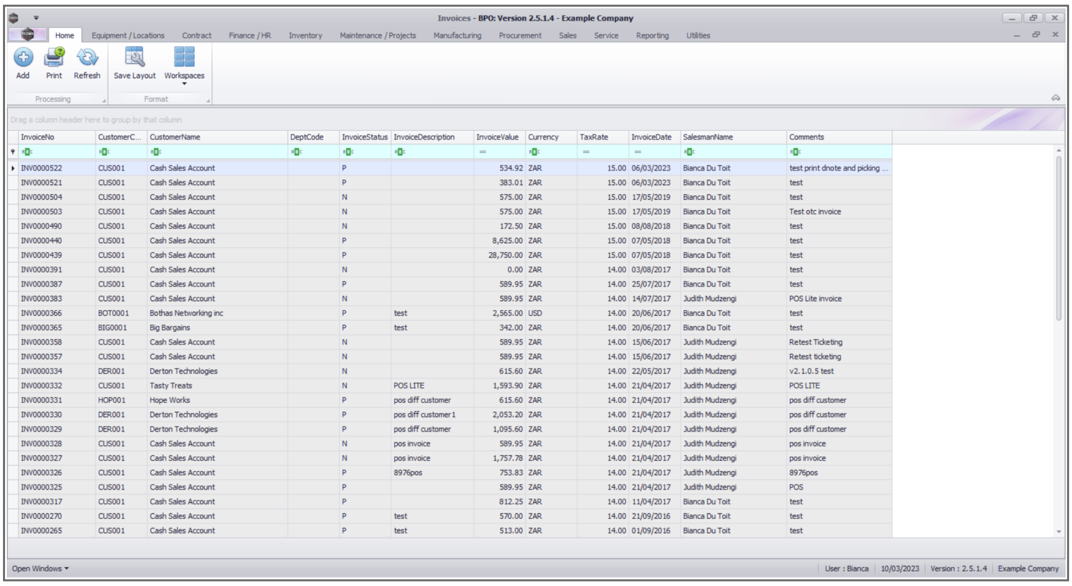
- Company configuration flag:
    - AutoSaleIssue – enables auto sale stock issuing.
- Auto Issue Warehouse Config (1 auto issue warehouse per site)
    - Is Stock = ‘Yes’
    - Is Asset = ‘No’
    - Quarantine Location = ‘No’
    - Is Default = ‘No’
    - Auto Issue = ‘Yes’
- Sales Office Config:
    - Identification of a customer as a cash sales account to be configured on the Sales Office. Ensure a Cash Sale Customer Account has been set up, linked to all sites and configured as the Cash Sales Account in the Sales Office(s).

- User Config:
    - The default site of the user is used to determine the auto issue warehouse and the cash sales account. Ensure that each user has a default site configured 'Default Site' in User Right screen for that user. (that they have security right access to).
    - For a multi-site environment, users must be in a site specific group (configured in user rights – AccessType: 'SITE').

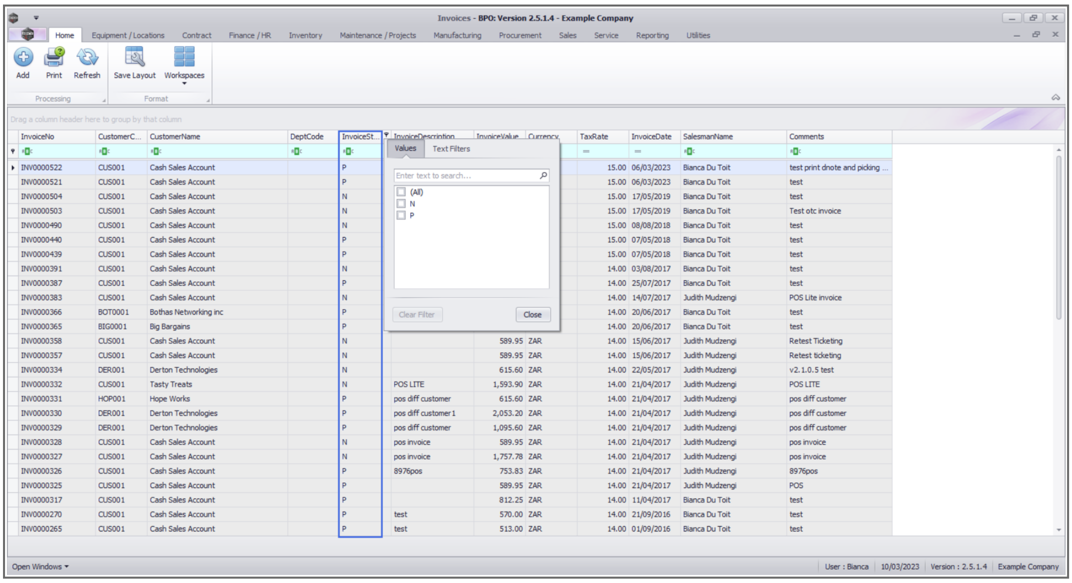
Ribbon Select ***Sales > POS Lite***



The ***POS Lite Invoices Listing*** screen will be displayed.



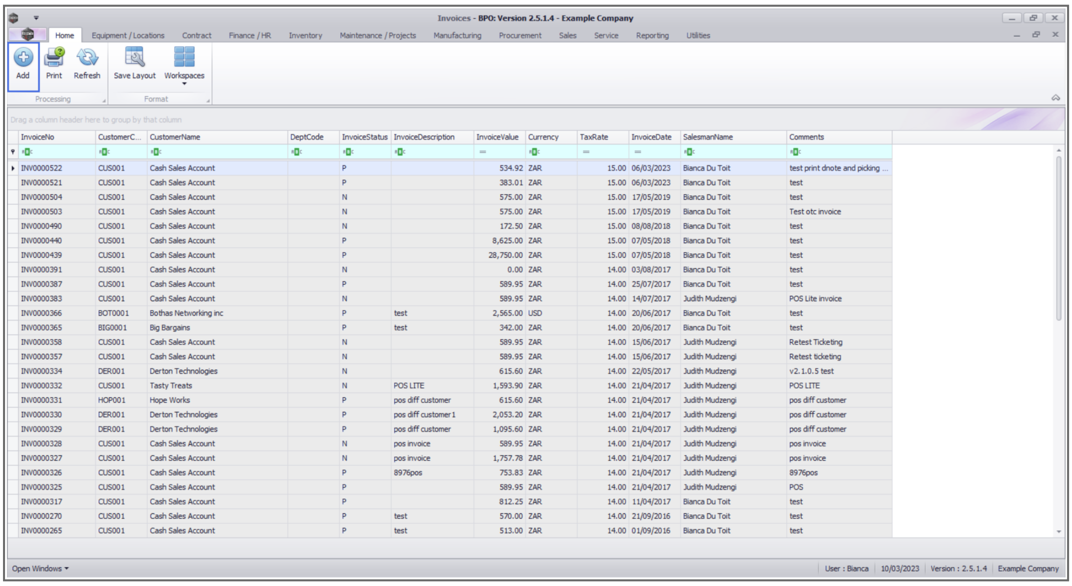
This screen does not have a status filter, instead all New and Printed Invoices will be displayed. You can filter by the ***Invoice Status*** Column.



ADD INVOICE

- Click on the ***Add*** button.

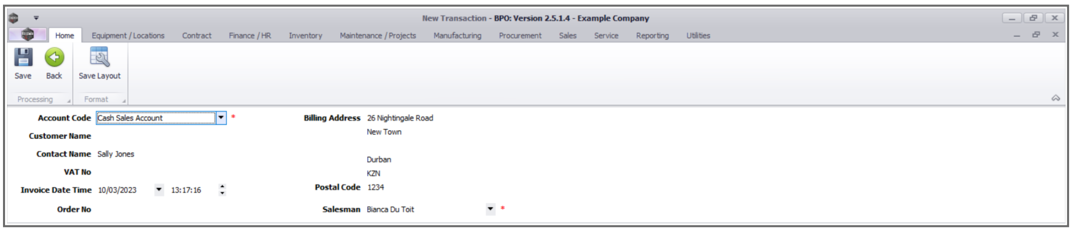
Short cut key: ***Right click*** to display the ***Process*** menu list. Click on ***Add***.



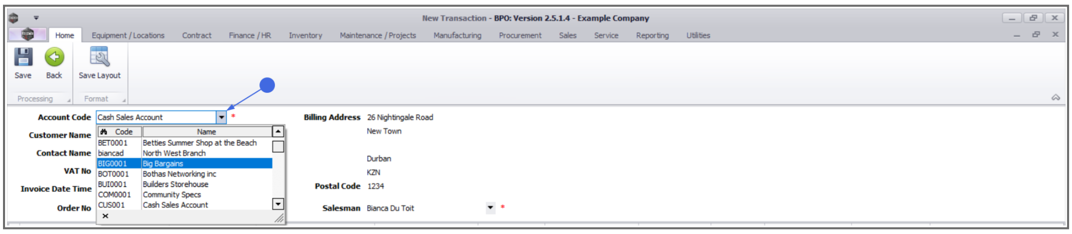
- The ***POS Lite Invoice Maintain*** screen will display.

INVOICE HEADER INFORMATION

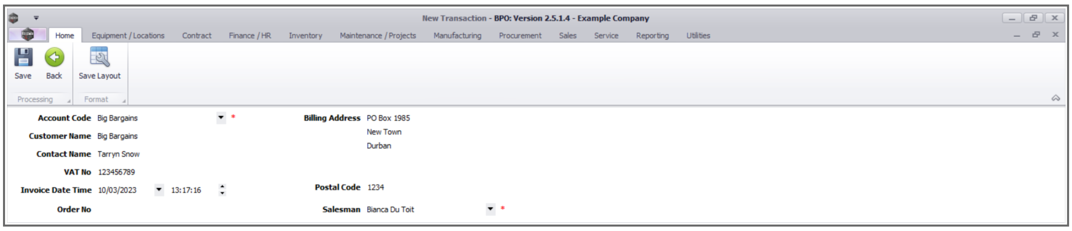
- The customer information and Salesman fields will auto populate based on the Default Customer Account configured in the Sales Office, which should ideally be a Cash Sale Customer.
- If this is a ***walk in*** customer, you can then type in the information you would like to keep on record, such as the Contact Name and Billing Address. The financial transaction will post to the Cash Sale Account, but you will have the walk in customer's details on record.



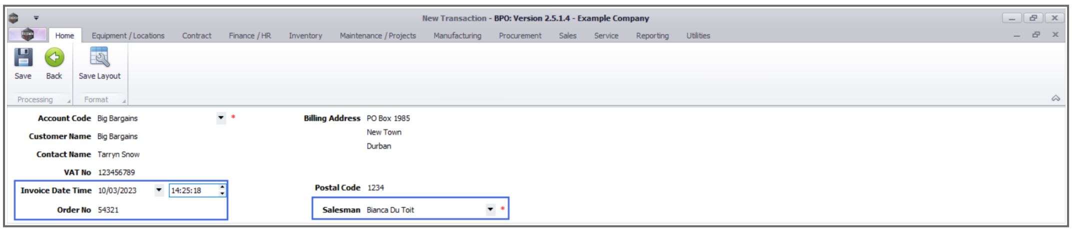
- If this is an ***existing*** customer, you use the Account Code drop down menu to select the customer



- The selected customer's detail will populate, including the Primary Contact and Billing Address. If required, you can type in the details for this specific invoice. This will not change any information on the customer itself, but you will have the details on record for this transaction.



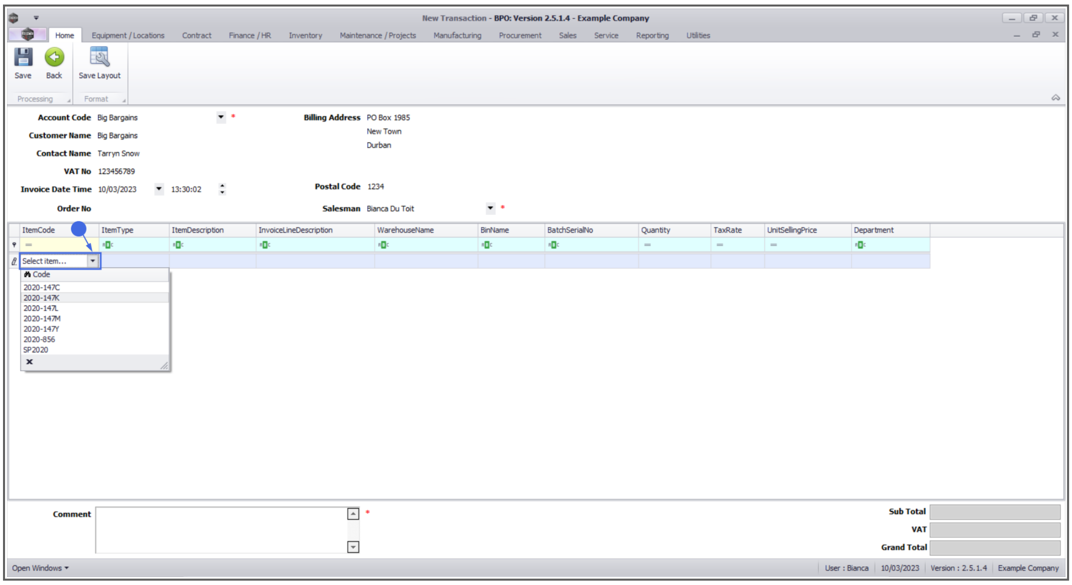
- **Invoice Date and Time:** These fields will auto populate with the current date and time the invoice was created.
    - **Invoice Date:** Type in or click on the drop-down **arrow** to use the calendar function to select an alternative date, if required.
    - **Invoice Time:** Type in or use the **arrow** indicators to select an alternative time, if required.
- **Order No:** Click in the field to type in the order number if an order is linked to the cash sales invoice.
- **Salesman:** The salesman field will populate with the employee currently logged onto the system. Click on the drop-down ***arrow*** to select a different salesman, if required.



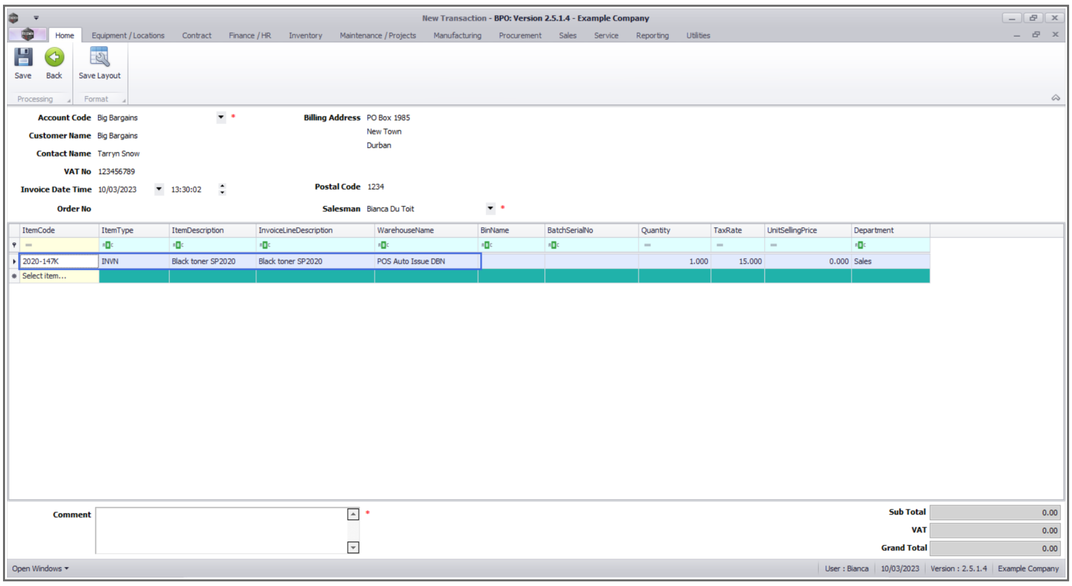
ADD ITEMS TO THE INVOICE

Item Code, Stock Codes and Part Number

- Click in the ***Item Code*** text box, and then on the drop down arrow to display the list of ***part codes*** available in the ***POS Auto Issue Warehouse***.
- Select the part code required.

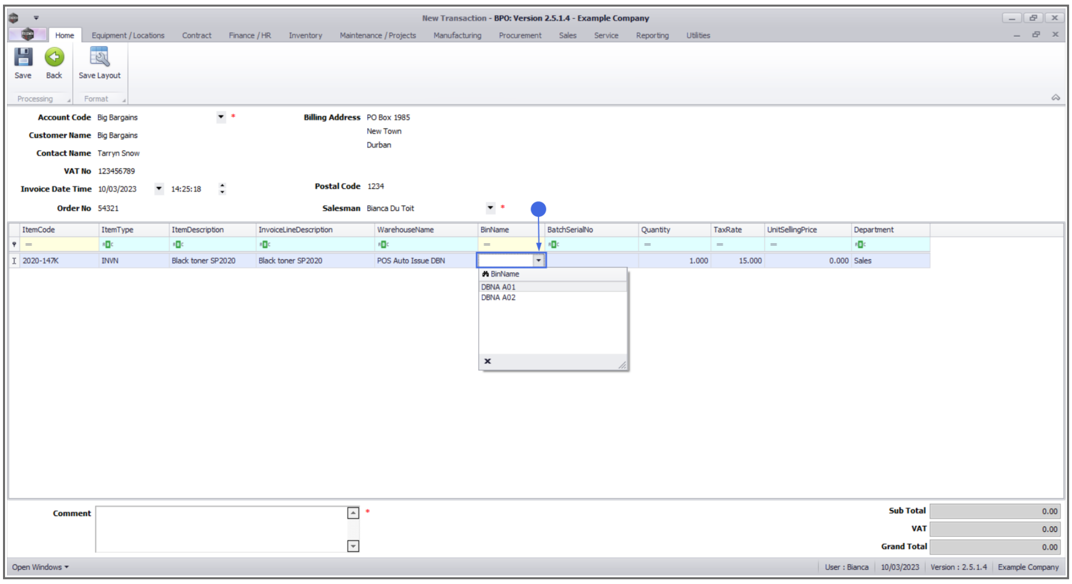


- Once you have selected the ***Part Code*** the **Item Code**, **Item Type**, **Item Description** and ***Invoice Line Description*** will populate based on the Item selected.
- The **Warehouse Name** will populate with the POS Auto Issue warehouse.



- From BPO2 v2.5.1.3, you have the ability to select the ***Bin Name***, if you have multiple bins within the **POS Auto Issue Warehouse**.

- **Note** that only bins with stock will display.
- For non serialised items, where Batch Tracking is not enabled, select the ***Bin Name***.
  - or if Batch Tracking is enabled, once the Batch Number is selected, the system will set the associated bin.
  - or if selecting a Serial Number, the system will set the associated bin.

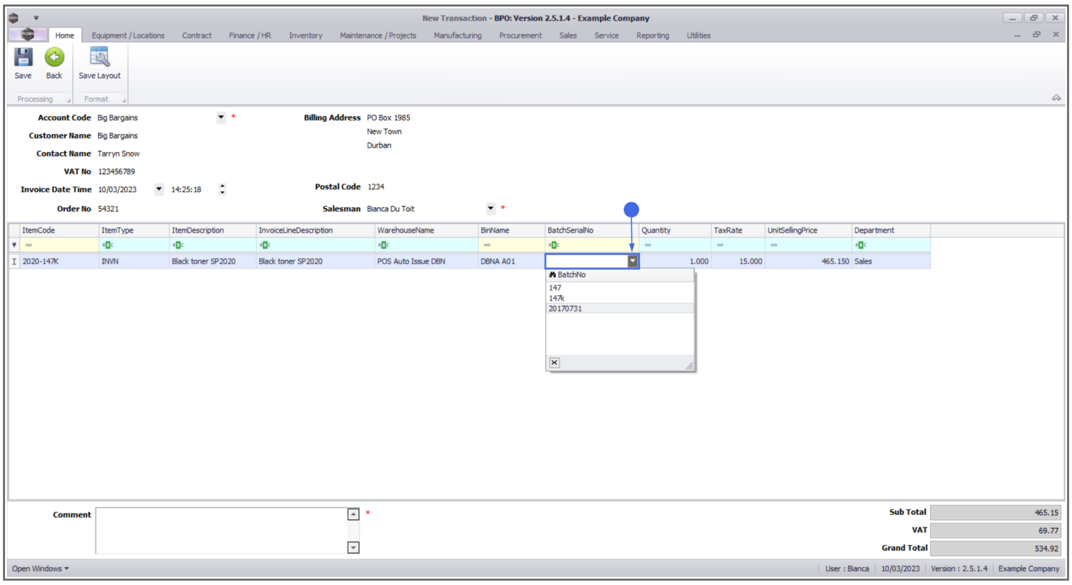


BATCH SERIAL NUMBER

This field serves **two** purposes depending on the **part type**:

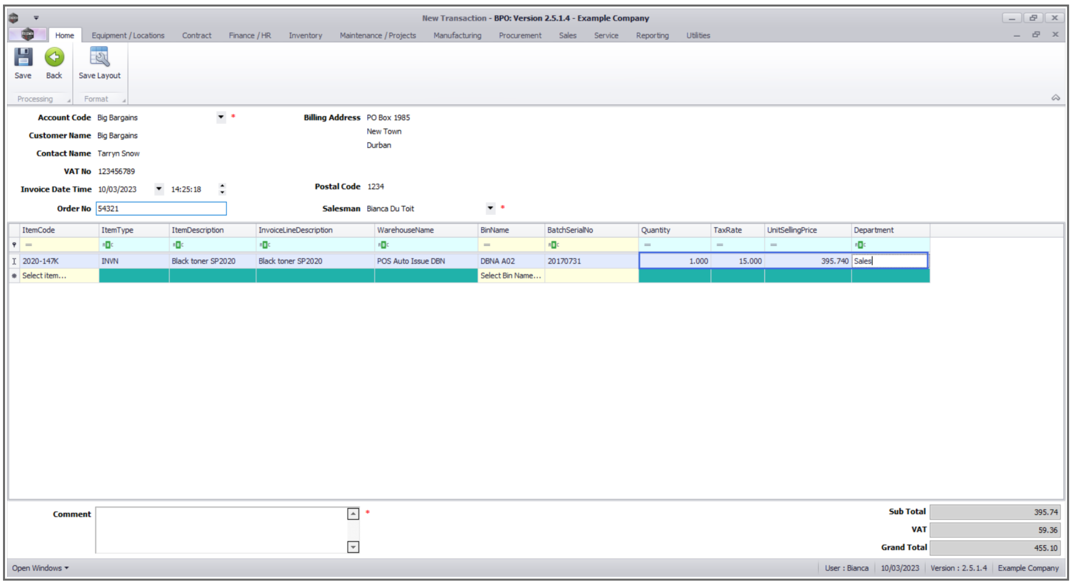
- ***Batch Number selection*** for **C-class** (or non-serialised stock items). Note that this is only required for Batch Tracking environments where multiple stock batch exist.
- ***Serial Number selection*** for **A-class** and **B-class** (or serialised stock items). This applies to all environments.

- Taking the above notes into account, select the ***Batch Number***, if required for C-class items; or ***Serial Number*** for A- or B-class items.



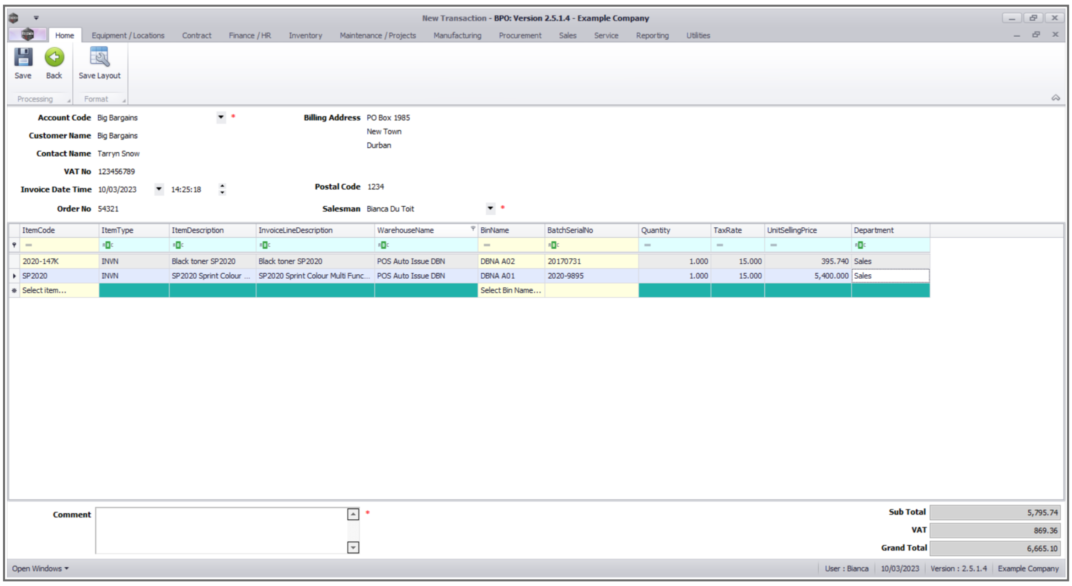
QUANTITY, UNIT SELLING PRICE AND DEPARTMENT

- **Quantity:** The quantity is set to **1** by default.
    - ***Serialised Items (A- and B-Class)*** - This will always be 1 as an individual serial number is selected.
    - ***Non-serialised Items (C-Class)*** - You can click in the text box to type in the quantity required, but cannot exceed the amount of stock in the bin (and where batch tracking is enabled) the batch selected.
- **Unit Selling Price:** The unit selling price field will auto populate based on the commercial set on the customer. This amount can be modified, if applicable.
- **Department:** The department will display ***Sales***, as configured by the Sales Office.



Additional Invoice Items

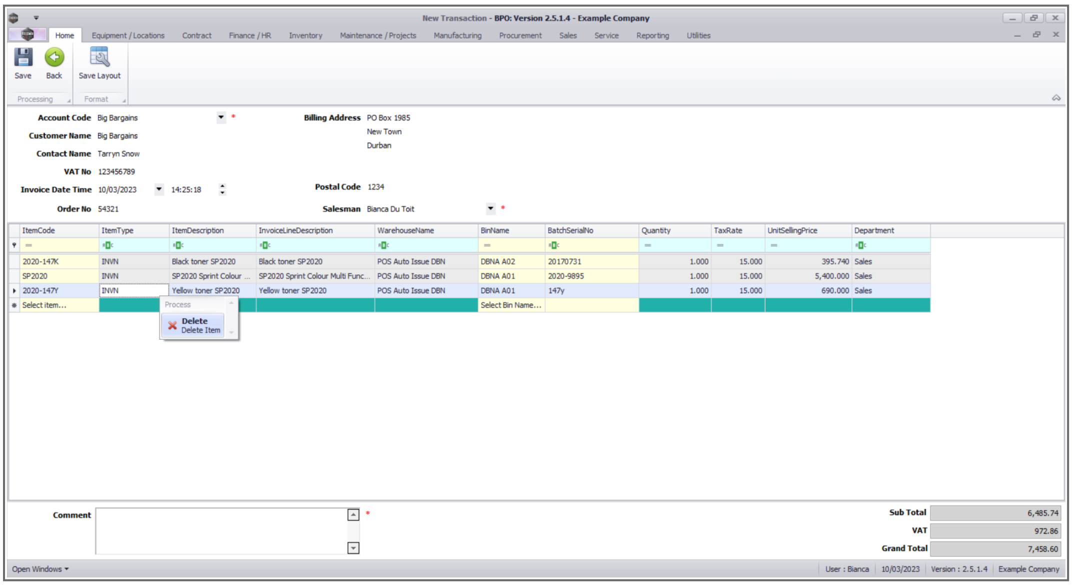
- After completing an Item line, press the ***Enter*** or ***Tab*** key or click anywhere in the data grid to open a new Item line. Continue adding items as required.



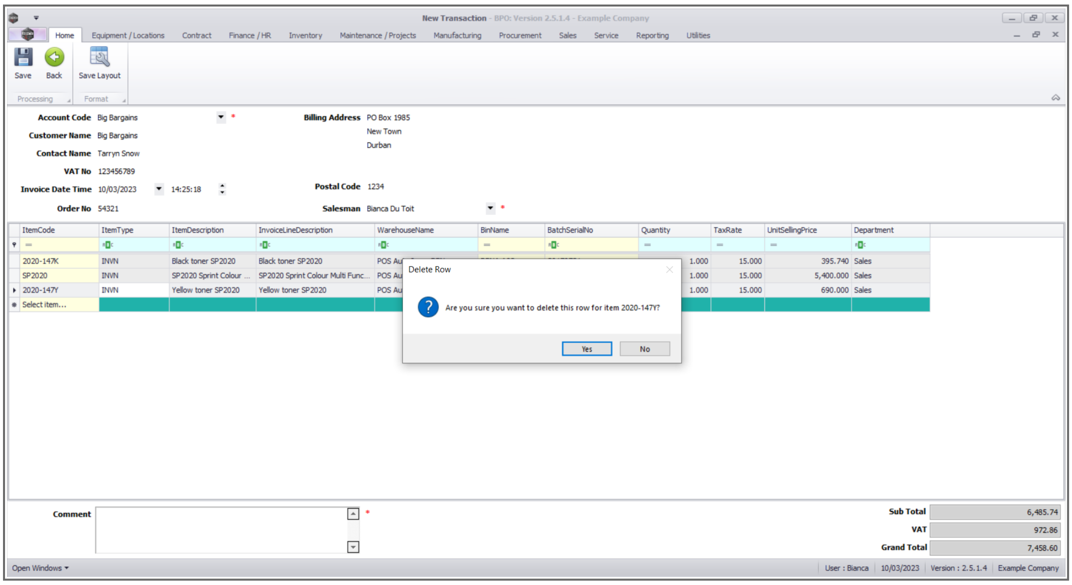
DELETE ITEM

Incorrect line items can be removed from the invoice before is has been saved.

- ***Right click*** on the line item you wish to remove to display the ***Process*** menu.
- Click on ***Delete*** - Delete Item



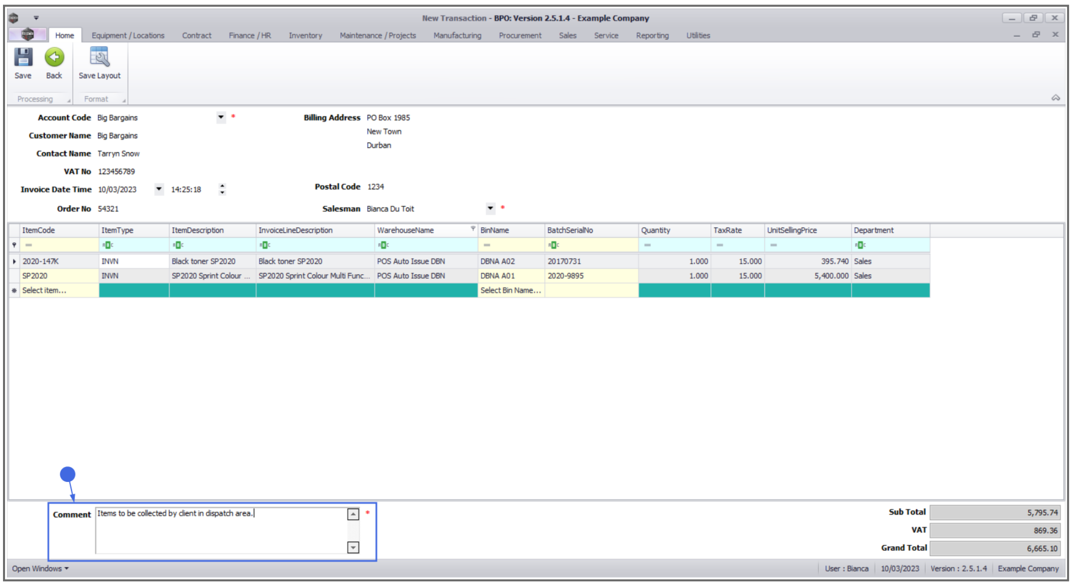
- When you receive the ***Delete Row*** message to confirm;
  - **Are you sure you want to delete this row for item [*item code*].**
- Click on ***Yes*** to delete the row item, or
  - Click on ***No*** to ignore the request and to leave the item row on the invoice.



COMMENT TEXT BOX

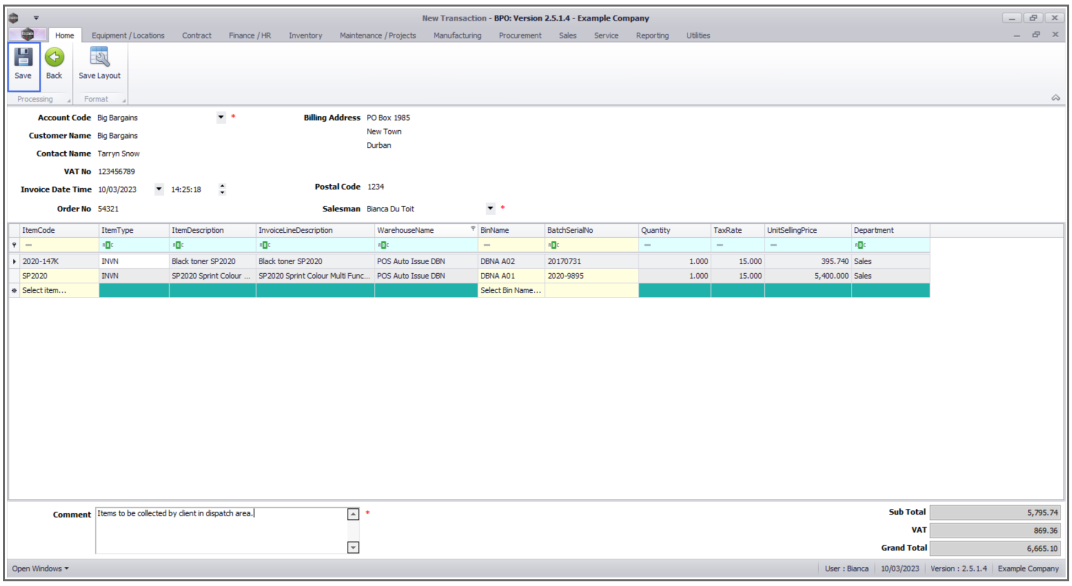
1. Click in the ***Comment*** text box to type in a comment for the invoice. The comment will display on the Invoice when it is printed.

> Note that this is a mandatory field.

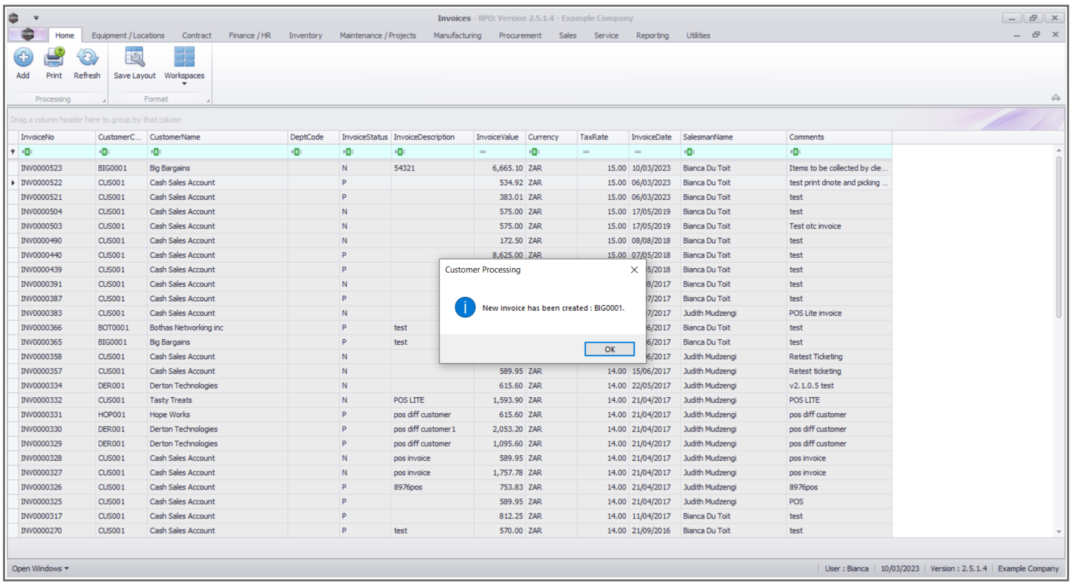


SAVE THE INVOICE

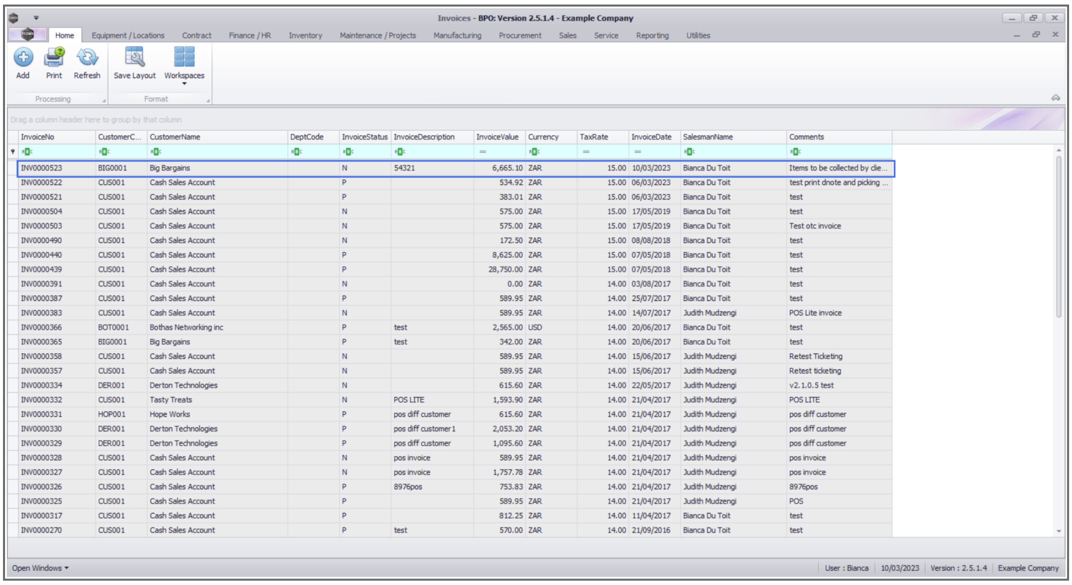
2. Click on ***Save***.



- When you receive the ***Customer Processing*** message to confirm;
  - **New invoice has been created : [*customer code]***
- Click on ***OK***.



The ***Invoices*** listing screen will be updated with the newly created POS Invoice.



Next: [Print the Invoice]

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